

**2. Select the counties proposed for your Coordinated Services Region. Utilize the Control or Shift keys to select multiple counties.\***

County
BUENA VISTA
CALHOUN
CLAY
DICKINSON
EMMET
O'BRIEN
OSCEOLA
PALO ALTO
POCAHONTAS
SAC

**3. Lead Planning Agency**

a. Lead Planning Agency Name:\*

b. Lead Planning Agency Address\*

Street Address:

City

State:

Zip Code:





c. Lead Planning Agency Primary Contact Person\*

Action	First Name	Last Name	Courtesy title	Phone	Email
	Jamey	Whitney	Executive Director/CEO	(712) 859-3885	jwhitney@udmo.com

d. Lead Planning Agency Secondary Contact Person\*

Action	First Name	Last Name	Phone	Email	Courtesy title
	Kim	Motl	(515) 576-7774	kmotl@udmo.com	Housing Services Coordinator

**4. Lead Fiscal Agency**

a. Lead Fiscal Agency Name (may be same or different from Lead Planning Agency; note that Lead Fiscal Agency is required to submit Audit/Review and IRS Form 990 in Exhibits section):\*

b. Lead Fiscal Agency Address\*

Street Address:

City

State:

Zip Code:





c. Lead Fiscal Agency DUNS #:\*

## d. Lead Fiscal Agency Primary Contact Person\*

Action	First Name	Last Name	Courtesy title	Phone	Email
	Carol	Chicoine	Financial Services Director	(712) 859-3885	cchicoine@udmo.com

## e. Lead Fiscal Agency Secondary Contact Person\*

Action	First Name	Last Name	Phone	Email	Courtesy title
	Lavonne	Eldridge	(712) 859-3885	leldridge@udmo.com	Accounting Clerk II

## 5. Lead Data Coordination Agency

## a. Lead Data Coordination Agency Name (may be same or different from Lead Planning Agency and/or Lead Fiscal Agency):\*

Upper Des Moines Opportunity, Inc.

## b. Lead Data Coordination Agency Address\*

Street Address:

City

State:

Zip Code:

101 Robins Street

Graettinger

Iowa

51342

## c. Lead Data Coordination Agency Primary Contact Person\*

Action	First Name	Last Name	Courtesy title	Phone	Email
	Jamie	Ragland	Outreach Specialist	(515) 832-6451	jragland@udmo.com

## 5d. Lead Data Coordination Agency Secondary Contact Person\*

Action	First Name	Last Name	Phone	Email	Courtesy title
	Dawn	Dahm	(712) 262-7409	ddahm@udmo.com	Outreach Specialist

## 6. Communication Liaisons

## a. Designated Primary Communication Liaison to report to the Iowa Council on Homelessness (may or may not be member of above designated lead agencies)\*

Action	First Name	Last Name	Phone	Email	Courtesy title
	Kim	Motl	(515) 576-7774	kmotl@udmo.com	Housing Services Coordinator

## b. Designated Alternate Communication Liaison (may or may not be member of above designated lead agencies)\*

Action	First Name	Last Name	Phone	Email	Courtesy title
	Tomas	Thayer	(712) 859-3885	tthayer@udmo.com	Operations Director

## 7. If any of the roles designated above are for the same agency, provide a brief justification.

All of the roles are within Upper Des Moines Opportunity, Inc. (UDMO). We are spread out over a 12 county area and do not have any other homeless coalition agencies within our service area. We intend to diversify these roles with other agencies in the proposed 10 counties.

## 8. Select any of the following current homeless services planning groups that are at least partially within the geography of your proposed Coordinated Services Region.\*

☐ Black Hawk County Local Homeless Coordinating Board

- ☐ Boone County Homelessness Prevention Board
- ☐ Buchanan County Homeless Coalition
- ☐ Cedar Valley Homeless Coalition
- ☐ Clinton/Jackson Coalition for the Homeless
- ☐ Dubuque Homeless Advisory Council
- ☐ Hamilton & Webster Counties PCC/CPPC
- ☐ Johnson County Homeless Coordinating Board
- ☐ Linn County Continuum of Care
- ☐ Mahaska Homelessness Coalition
- ☐ Marshall-Hardin Housing Coordinating Board
- ☐ Metro Area Continuum of Care for the Homeless (Council Bluffs)
- ☒ North-Central Iowa Local Homeless Coordinating Board
- ☐ Northeast Iowa Housing and Homeless Alliance
- ☐ Northern Iowa Central Homeless Task Force
- ☐ Polk County Continuum of Care Board
- ☐ Polk County Directors' Council or Service Council
- ☐ Quad Cities Shelter & Transitional Housing Council
- ☐ Siouxland Coalition to End Homelessness
- ☐ Southeast Iowa Local Homeless Coordinating Board
- ☐ Story County Homeless Board and Task Force
- ☐ Other

If "Other" is selected above, enter the name of this homeless services planning group and list the counties served.

**9. Explain if any of the proposed counties to be covered by your region are currently covered in 2017 by a Coordinated Services Region that was funded in Year 1 of the initiative. If so, explain the reasons for the change and how the current region and the proposed region have coordinated together to agree on the change.**

There is currently no coverage in the proposed counties.

### Coordinated Services Region Development--15 points

**1. How was it determined which counties would be included in the proposed Coordinated Services Region? (2 points)\***

- ☒ One agency decided it all.
- ☐ Several agencies in one county made the decision together.
- ☐ Several agencies in all counties included worked together.
- ☐ Agencies in these counties have a history of coordinating together to provide homeless assistance services.
- ☐ Agencies in these counties have a history of coordinating together to provide other types of services.

**Score:****of 2 points**

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**Scores for all reviewers**

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**2. What are the Lead Planning Agency's qualifications for this role? (2 points)\***

- ☐ No relevant experience
- ☒ Experience as a convener related to homeless services
- ☒ Experience as a convener for other community services
- ☒ Positive relationships with other proposed service providers in the region
- ☒ Positive relationships with local governments
- ☒ Capacity to dedicate staff time to planning & coordination

**Score:****of 2 points**

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**Scores for all reviewers**

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**3. What are the Lead Fiscal Agency's qualifications for this role? (2 points)\***

- ☐ No relevant experience
- ☒ Currently manages one or more federal grants, in good standing.
- ☒ Current manages one or more federal homelessness assistance grants, in good standing.
- ☒ Currently manages one or more state or local grants, in good standing.
- ☒ Has a history of dispensing funds to multiple agencies.
- ☒ Has staff capacity to manage federal funds, retain documentation of expenditures, and submit reimbursement requests.
- ☒ Has policies and procedures in place to meet federal records retention requirements.
- ☒ Financial management staff have specialized training and qualifications for managing funds.

**Score:****of 2 points**

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**Scores for all reviewers**

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**3b. Verify that the Lead Fiscal Agency is a qualifying nonprofit or local government agency that has valid and current standing with the Iowa Secretary of State's office (check the Secretary of State website for a Certificate of Standing that is current for this agency). By checking "yes" below, this represents certification that this has been verified.\***

- ☒ Yes to BOTH
- ☐ No to either--STOP! The agency is not eligible for this role.

**4. What are the Lead Data Coordination Agency's qualifications for this role? (2 points)\***

- ☐ No relevant experience
- ☒ Has staff already trained and certified to use ServicePoint HMIS
- ☒ Experience with HMIS reporting
- ☒ Experience with reporting other client data to state and federal sources
- ☒ Knowledgeable about differences in reporting requirements for domestic violence victim service agencies
- ☒ Knowledgeable about policies and procedures necessary to protect client confidentiality

**Score:****of 2 points**

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**Scores for all reviewers**

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**5. What are the designated individuals' qualifications for the roles of Primary and Alternate Designated Statewide Communication Liaisons? (2 points)\***

- ☐ Little or no experience participating in statewide planning meetings and events.
- ☒ History of participating in statewide planning meetings and events.
- ☐ Currently member(s) of the Iowa Council on Homelessness.
- ☐ Currently member(s) of one of the council's committees.
- ☐ Have attended the annual HUD Peer-to-Peer Homelessness Symposiums, the annual HousingIowa conference, and/or the Homelessness Awareness Day on the Hill.
- ☒ History of participating in statewide planning for other types of social services.

**Score:**

**of 2 points****Scores for all reviewers**

**6. Who has agreed to participate in planning and coordination meetings of the Coordinated Services Region? Fill in a table below that includes each individual's name, agency, county represented, subpopulation represented or area of expertise (such as DV, youth, veterans, substance abuse, employment, etc.), role in group, email, and phone. (5 points)\***

Action	Individual	Agency	County Represented	Subpopulation Represented, if any	Role in Group (if any)	Email	Phone #
	Kim Motl	Upper Des Moines Opportunity, Inc	Osceola, O'Brien, Dickinson, Emmet, Clay, Palo Alto, Buena Vista, Pocahontas, Sac, & Calhoun		Lead	kmotl@udmo.com	(515) 576-7774

**Individual\***

**Agency\***

**County Represented\***

**Subpopulation Represented, if any**

**Role in Group (if any)**

**Email\***

**Phone #\***

**Score:****of 5 points****Scores for all reviewers****Scorer: 1 (0.00 of possible 15 points)****Coordinated Services Region Current Capacity & Goals--18 points**

**Note on scoring: For all questions below regarding current capacity, responses are not scored. Please respond as candidly as possible. It's not expected that regions are already operating at full capacity in these areas; it is the purpose of the grant to develop and build on whatever capacity currently exists. For each question, only the second part is scored, regarding how the planning grant will be used in the region.**

**1a. What is the current capacity within the proposed Coordinated Services Region to coordinate services among nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless individuals?\***

- ☒ No current capacity to coordinate homelessness services.
- ☐ Services coordinated among a few service providers and stakeholders in at least one county.
- ☐ Services coordinated broadly among all or almost all service providers and stakeholders in at least one county.
- ☐ Services coordinated among a few service providers and stakeholders in all counties proposed.
- ☐ Services coordinated broadly among all or almost all service providers and stakeholders throughout all counties proposed.

**1b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)\***

It will give us time too bring together concerned agencies throughout the proposed 10 counties and solidify Upper Des Moines CSR coalition.

**Score:****of 3 points**

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**Scores for all reviewers**

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**2a. What is the current participation of the proposed Coordinated Services Region in Coordinated Entry throughout the region?\***

- ☒ No Coordinated Entry participation anywhere in the region.
- ☒ One or two agencies have attended training on Coordinated Entry, such as the VI-SPDAT or other topics.
- ☐ Several agencies are trained and ready to go for Coordinated Entry, and just awaiting further guidance on implementation.
- ☐ Agencies are already participating in some form of Coordinated Entry in at least some parts of the proposed region.
- ☐ Agencies in the region have been involved in statewide development and planning for Coordinated Entry.

**2b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)\***

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As stated above, this planning grant will allow us to bring all partners to the table to formalize a coalition of providers who will work in the proposed Coordinated Services Region.

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**Score:** of 3 points

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**Scores for all reviewers**

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**3a. What is the current level of data coordination and participation within the proposed Coordinated Services Region?\***

- ☐ No agencies participate in data collection or coordination.
- ☐ 100% HMIS bed coverage for all homeless services providers in the region (excludes DV agencies).
- ☐ Organized efforts are underway to either maintain 100% HMIS bed coverage or to increase it.
- ☒ Organized support is available within the region for agencies that struggle with full HMIS participation.
- ☐ Agencies within the region participate in annual training to stay up-to-date on the unsheltered Point-in-Time Count.
- ☒ An unsheltered Point-in-Time Count is conducted in some parts of the region.
- ☐ A thorough unsheltered Point-in-Time Count is conducted throughout the region.
- ☐ Organized efforts are in place to support data collection and coordination involving DV agencies.

**3b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)\***

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The planning grant when completed will have provided us the means to bring everyone to the table to work out the details for coordinated entry.

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**Score:** of 3 points**Scores for all reviewers**

**4a. To what extent do agencies within the proposed Coordinated Services Region currently follow common standards and policies, such as the Iowa Quality Standards or other standards adopted by the Iowa Council on Homelessness?\***

- ☐ No knowledge of or adoption of common standards.
- ☒ One or more individuals or agencies in the region participated in developing Iowa Quality Standards.
- ☒ One or more agencies in the region have actively pursued adoption of Iowa Quality Standards.
- ☒ One or more agencies coordinate together to follow other common standards for the region.
- ☐ One or more agencies work together to ensure adherence to other standards implemented by the Iowa Council on Homelessness (example: chronic homeless prioritization standards).

**4b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)\***

As with the other mentioned items, the intent is to work out the details of ensuring Iowa Quality Standards are adopted and adhered too.

**Score:** of 3 points**Scores for all reviewers**

**5a. In the table that follows, describe the services that are currently available within the geography of your proposed Coordinated Services Region. Note that "General Population" refers to services that are not limited to specific groups, such as DV, mental illness, substance use disorder, veterans, etc.\***

Action	Service Provided	Provider Agencies	Description
	ES for Single Adult Males--General Population	The Beacon	Male Adult Homeless Shelter
	ES for Families w Children or Unaccompanied Youth--General Population	UDMO, Inc. Homeless Prevention	ESG Shelter Services
	RRH for Families w/ Children or Unaccompanied Youth--General Population	UDMO, Homeless Prevention Program	ESG Rapid Rehousing
	Coordinated Entry	UDMO, Inc Homeless Prevention Program	ESG HMIS Coordinated Entry
	ES for Specific Population--DV	CAASA	Domestic Violence Shelter Services
	ES for Single Adult Males--General Population	Discovery House	Single Adult Program not

			coed
	ES for Single Adult Females--General Population	Discovery House	Adult female homeless shelter
	ES for Specific Population--Other	Cherish House	Pregnant Teens
	ES for Families w Children or Unaccompanied Youth--General Population	Family Crisis Center	ESG Shelter Services
	RRH for Families w/ Children or Unaccompanied Youth--General Population	Family Crisis Center	ESG Rapid Rehousing

**5b. Based on the table above, what is the current capacity of the proposed Coordinated Services Region to provide Emergency Shelter and Rapid Rehousing to the general population of persons experiencing homelessness throughout the region (not just specific sub-populations such as DV, veterans, youth, etc.)?\***

- ☐ No Emergency Shelter available.
- ☒ Emergency Shelter available for some subpopulations only.
- ☐ Emergency Shelter available for the general population but only in certain counties.
- ☐ Emergency Shelter available to the general population throughout the proposed region but capacity is too low.
- ☐ Sufficient Emergency Shelter available to the general population throughout the proposed region.
- ☐ No Rapid Rehousing Available.
- ☐ Rapid Rehousing available for some subpopulations only.
- ☐ Rapid Rehousing available for the general population but only in certain counties.
- ☒ Rapid Rehousing available to the general population throughout the proposed region but capacity is too low.
- ☐ Sufficient Rapid Rehousing available to the general population throughout the proposed region.

**5c. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)\***

The planning grant will allow us to pull providers together to more effectively coordinating RRH and ES services by establishing a process for referral and placement into the appropriate service.

**Score:**

of 3 points

**Scores for all reviewers**

**6a. What is the current participation of regional representatives in statewide planning and coordination?**

- ☐ No current participation in statewide planning and coordination.
- ☒ One or more regional representatives are members of the Iowa Council on Homelessness.
- ☐ One or more regional representatives participate in one or more council committees.
- ☐ One or more regional representatives participate in the leadership of the council, such as with the Executive Committee or

chairing/co-chairing another committee.

☐ One or more regional representatives have attended statewide training and events, such as the annual HUD Peer-to-Peer Homelessness Symposium, the HousingIowa conference, and/or the annual Homelessness

☐ Many regional representatives participate regularly in the meetings and events described above.

**6b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)\***

Once a member council for the Upper Des Moines CSR is established, representatives can be selected to represent the region in statewide coordination and coordination.

**Score:**

of 3 points

**Scores for all reviewers**

**7. Describe specifically what support from statewide partners (Iowa Council on Homelessness, Iowa Finance Authority, Institute for Community Alliances, Hawkeye Area Community Action Program, Home Forward Iowa) would be most helpful for the region in the coming year.**

To provide T/TA as we form our CSR to insure that we are meeting all the state and federal requirements.

**Scorer: 1 (0.00 of possible 18 points)**

**Budget--7 points**

**Budget: 7 points**

**1. Provide the budget request in the following table. Note that funds are not intended to support direct services, but rather to support regional planning activities and development.**

Action	Activity	Description	Amount of Request
	Staff salary	Housing Services Coordinator	\$11,900
	Travel/transportation	travel to and from coordination meetings and trainings	\$6,000
	Supplies	Copies, paper, office supplies, computer supplies	\$2,000
	Training	Provide CSR Training and Attend State Coordination Trainings and Meetings	\$4,000
	Other--describe	Telephone-Landline/internet	\$900

	Other--describe	Telephone Cellphone	\$400
	Other--describe	Space	\$800
			<b>\$26,000</b>

## 2. Provide a narrative explanation of the budget request. (5 points)\*

Staff Salary - This category includes .25 FTE with fringe for the Housing Services Coordinator's time to put together meetings and training to develop the Upper Des Moines Coordinated Service Region as well as coordinate this region with the Iowa Coordinated Services Region.

Travel/transportation - provides funds for mileage reimbursement to travel throughout the proposed ten county Upper Des Moines CSR. Mileage will be reimbursed at the federal rate of .535 which allows 934.6 miles per month.

Supplies - The supplies category include supplies for copies, paper, general office supplies and computer supplies such as toner. Also meeting refreshments and materials will fall under this category.

Training - Funds under this category will be used to cover the costs of any and all CSR trainings within the state for the Housing Services Coordinator. funds will also be used cover the costs in providing trainings/meetings for partners within the Upper Des Moines CSR.

Other - The other category includes expenses not covered under the other categories including telephones (both landline and cell), internet and space for the Housing Services Coordinator.

**Score:**

of 5 points

**Scores for all reviewers**

## 3. What are the results of the uploaded Independent Audit or Certified Independent Review of Financial Statements included in the Exhibits section of this application? (2 points)\*

- ☐ The audit or review has multiple findings, with no evidence that any of the findings were addressed by management.
- ☐ Findings were identified in the audit or review, and the document includes a management response to the findings that was accepted by the CPA.
- ☒ No findings were identified in the audit or review, and the documentation provided clearly states this.

**Score:**

of 2 points

**Scores for all reviewers**

**Scorer: 1 (0.00 of possible 7 points)**

## Exhibits

**Exhibits may be uploaded using the function at the bottom of this page. See the list below for documents to include.**

### 1. AUDIT or Certified REVIEW of Financial Statements for the Lead Fiscal Agency (Required)

The proposed Lead Fiscal Agency's most recent Independent AUDIT Report, including the management letter, or Certified REVIEW of Financial Statements, completed by an independent Certified Public Accountant, for the most recently completed fiscal year. To be considered timely and qualifying, Audits or Certified Reviews must have been completed within 10.5 months past the end of the fiscal year. NOTE: Compiled statements or Compilation Reports are NOT sufficient.

### 2. Most recently filed IRS Form 990 for the Lead Fiscal Agency (Required if a Private Nonprofit Agency)

The proposed Lead Fiscal Agency's most recently filed IRS Form 990. To be considered timely and qualifying, Form 990s must be filed no later than 10.5 months past the end of an organization's fiscal year. (If the proposed Lead Fiscal Agency is a unit of general purpose local government, Form 990s are not required).

## Upload Exhibits Here

### Exhibits\*

Title	Document Type	Upload Date
UDMO 2016 Audit	Audit or Review of Financial Statements	11/29/2017 1:22:00 PM
UDMO 2015 990	Most Recently Filed IRS Form 990	11/29/2017 1:23:00 PM

Use the fields below to upload an exhibit.

Document Type:

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## Optional Explanation for Discrepancies

Optional: Please explain any discrepancies in the documents uploaded above.